

**State of Washington  
DEPARTMENT OF ENTERPRISE SERVICES  
ENGINEERING & ARCHITECTURAL SERVICES  
OLYMPIA, WA**

**NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS**

Submittal Date: **October 18, 2016**

**CONSULTANT SERVICES REQUIRED** for Project No.2017-065; Architectural Services for Grays Harbor College; 1620 Edward P Smith Dr, Aberdeen, WA 98520

**Scope of Work**

*This Request for Qualifications is for the purpose of selecting an Architectural Firm for Grays Harbor College(GHC) to provide Architectural services for the following projects;*

- 1) Updating and create a new 10 year Campus Master Plan.***
- 2) Architectural Predesign Services only for the Student Services & Instructional Building.***
- 3) Provide A/E services for the demolition of Buildings #200 and #300 located at Grays Harbor College.***

*The scope of work includes architectural planning, design, engineering, construction documents, bidding, and construction administration services. The total of \$775,000 in local funds is available to complete the A/E services for this agreement. Additional funding for the construction administration for Hazmat Demolition of Bldgs #200 and #300 will become available after July 1, 2017. A Hazmat Bid Pack is anticipated to start July 1, 2017 and complete September 1, 2017. The A/E agreement will run through the completion of the projects by September 1, 2017.*

There will be a walk-through and Informational Meeting to be held on:

**Tuesday October 4, 2016**  
at GHC, Building 4000 (Schermer), Room 4331, at 2:00 pm  
1620 Edward P Smith Dr, Aberdeen, WA 98520  
Stacy Simpson, 360-407-9340

A campus map is available at <http://www.ghc.edu/content/campus-map> Additional campus information will be on the Washington State Board for Community & Technical Colleges website; <http://www.sbctc.edu/>

**Selection Criteria**

Firms will be selected in a two-phase process: Phase 1 - short listing firms based on submitted information and Phase 2 - oral presentations and interviews of short listed firms.

Firms will be considered for interviews based upon the following criteria, as indicated, for a total of 100 possible points:

- Qualifications of Key Personnel (25points)
- General Project Approach (25 points)
- Relevant Experience (30 points)
- Diverse Business Inclusion Plan (20 points)

## **Other Information**

The Agreements for Consultant services will be the standard Engineering and Architectural Services Agreement and fees will be negotiated when applicable, on a current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects.

All submitting firms are encouraged to register in Washington's Electronic Business Solution Application (WEBS) at: <https://fortress.wa.gov/ga/webs/>.

The state reserves the right to continue to work with the selected consultant or has the option to conduct a new consultant selection process for future services beyond those services advertised above. If the Student Services & Instructional Building project is decided to use design-build as the delivery method, the selected consultant who prepares the pre-design document will not be eligible to compete on a design-build team.

Voluntary numerical Diverse Business Inclusion goals have been established for the project as: 10% MBE, 6% WBE, 5% Washington Small Business, and 5% Veterans have been established for this project. Achievement of the goals is encouraged. The consultant and all sub consultants are required to register and create an account with the DES Diversity Compliance program (B2Gnow). B2Gnow is designed to streamline and automate compliance reporting requirements. Additionally, all large project selections (fees over \$350K) are required to have a plan for Diverse Business Inclusion.

Consultants may contact the following resources to obtain information on certified and registered diverse business firms for potential sub-consultants:

- B2Gnow: <https://des.diversitycompliance.com>
- The Office of Minority and Women's Business Enterprises: 866.208.1064 or [www.omwbe.wa.gov](http://www.omwbe.wa.gov),
- For small business information: Charles Wilson, Public Works Business Diversity Program Manager at the Washington State Department of Enterprise Services: 360.407.8455 or [charles.wilson@des.wa.gov](mailto:charles.wilson@des.wa.gov)
- The Department of Veterans' Affairs: 360.725.2169 or [www.dva.wa.gov](http://www.dva.wa.gov).

## **Submittal Requirements**

Submit two (2) electronic copies (flash drive) of Statements of Qualifications, with the project number and title clearly identified on the front cover. Each of the submittals should include:

- Executive summary
- Federal form SF330 (Part II only)  
<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/EAS330AEQual.doc>
- Any other pertinent data to address the selection criteria and assist the Selection Board in evaluating your qualifications.
- Consultant Diverse Business Inclusion Plan form may be found at:  
<http://www.des.wa.gov/services/facilities/Construction/Forms/Pages/Forms.aspx>
- No more than twenty (20) total pages of content at 8 ½ X 11 size sheets
  - Covers, dividers, SF330, Consultant Diverse Business Inclusion Plan, and tab sheets are not included in page count total.

- Note, 11"x 17" size sheets can be included, but counted as two sheets.

To qualify for review, submittals must be delivered to the following address:

Attention: Angeline Ernst  
Department of Enterprise Services  
Engineering & Architectural Services  
1500 Jefferson, Olympia, WA 98501 (hand delivered or courier)  
P. O. Box 41476, Olympia, Washington, 98504-1476 (Mailed)

Refer to the DES website for amendments to the published public notice and/or RFQ (<http://www.des.wa.gov/services/facilities/Construction/B1/Pages/EASCurrentProjects.aspx>). It is the responsibility of the interested firms to track and obtain amendments.

**All submittals must be received no later than Tuesday, October 18, prior to 2:00 PM,**  
(as per date/time stamped by E&AS.)

For selection process questions please contact Angeline Ernst, 360.407.7965,  
[Angeline.Ernst@des.wa.gov](mailto:Angeline.Ernst@des.wa.gov).

For project questions please contact the Project Manager, Stacy Simpson, 360-407-9340,  
[stacy.simpson@des.wa.gov](mailto:stacy.simpson@des.wa.gov).

**NO FAXED, OR E-MAILED COPIES WILL BE ACCEPTED.**

### **Next Steps**

Following the Phase 1 evaluation of these submittals, the consultant selection board will interview top ranked short-listed firms. The ranking is based on evaluation of submitted information (as well as reference checks, when performed with Phase 1) from firms deemed to be the most highly qualified for the required service.

The Phase 2 interview criteria will be provided to the short-listed firms. The top ranking Phase 2 firm will be selected.

Phase 2 Interviews will be scheduled for the week of November 7 at GHC.

Firms will be notified of the selection results the week of November 14, 2016.

The State of Washington is an affirmative action employer. All submittals become the property of the State.